

STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT
COUNTY PROBATE

ORDER TO DISPOSE COURT RECORDS

Court address

Court telephone no.

CERTIFICATE OF RECORDS ASSESSMENT BY ARCHIVES OF MICHIGAN

Circuit and Probate Courts Only: Contact Archives of Michigan to conduct an assessment of the relevant records before continuing with the records disposal process. Attach documentation from Archives identifying all records to be transferred.

I certify that the records listed in the attached inventory were assessed by the Archives of Michigan for historical value and that arrangements have been made to transfer those records identified by the Archives of Michigan upon order of the court.

Date

Signature

Title

Name (type or print)

IT IS ORDERED: In accordance with MCR 8.119(K) and the state-approved Michigan trial court records retention and disposal schedule, the following court records shall be disposed of within 60 days of this order by the method(s) identified for those records. Electronic records shall be destroyed in accordance with US DoD 5015.2 standards.

For each record series to be disposed, complete the following summary information.

Record Series Number	Record Series Description	Inclusive Dates	Disposal Volume Cubic/Linear Feet or Number of Electronic Files	Disposal Method Transfer, Pulverizing, Shredding, Burning, Breaking, Swiping, Overwriting, Degaussing

Date

Chief judge

Bar no.

Directions for records disposal:

1. Dispose of the approved records by the methods and within the time frame ordered above.
2. Date and sign this Certificate and return the completed form to the court administrator.
3. Keep a copy in the office of the clerk of the court.

CERTIFICATE OF RECORDS DISPOSAL: I certify that the records listed above were disposed of as ordered.

Date

Signature

Title

Name (type or print)